



N.C. State Ethics Commission

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RESPONSIBILITIES OF ETHICS LIAISONS

Serve as the point of contact for the State Ethics Commission and your agency/commission.

- Promptly notify the SEI Unit at the State Ethics Commission of any new covered employees/appointees.
- Provide new appointee's name, appointing authority, start date, and end date.
- Notify the SEI Unit when employees/appointees retire, resign, or otherwise leave their position so we can update our database of filers.

Statements of Economic Interest (SEIs)

- Ensure newly appointed individuals file their SEI prior to taking their position/being sworn.
- Remind all filers of their annual obligation to file their SEIs by April 15TH.
- Encourage filers to file electronically through the State Ethics Commission's website.
 - Electronic filing is easy, quick and insures that they complete every question and provides a starting point the next filing year.
 - Remind those filing manually to answer every question and keep a copy for their records.

Education Requirements

- Liaisons must attend ethics education and awareness programs as required by G.S. 138A-14(e).
- Education programs are available online or live. Sign-up on the State Ethics Commission website.
- Remind filers three (3) months prior to their next ethics education due date to complete their education requirement. The Education Unit can provide a status report for your agency/commission.
- Track completion of education requirements.

Periodically review the State Ethics Commission's website for new information including: education opportunities, newsletters, and advisory opinions.

Maintain active communication with the State Ethics Commission on any Ethics Act-related issues.